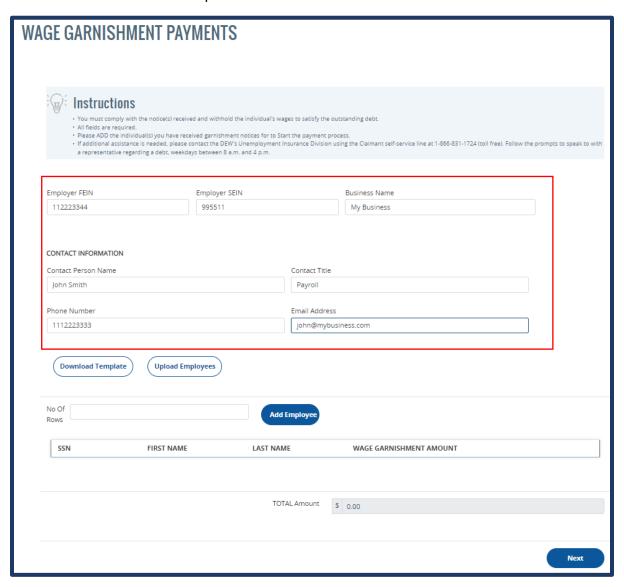
This guide provides instructions for staff to use the Employer "Guest" Link to Make Electronic Wage Garnishment Payments. The following URL will also allow any employer, registered or not, third party, etc., access to make a credit/debit card or ACH electronic check payment for employee's they have in garnishment.

Guest URL located on DEW website.

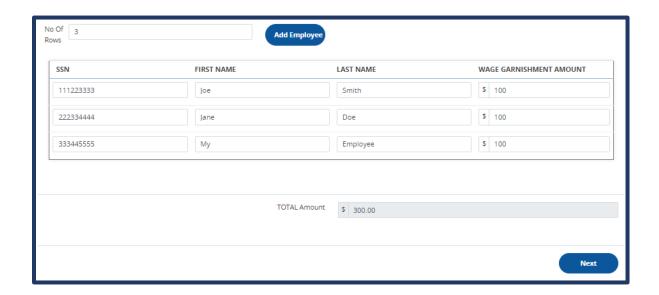
https://scuihub.dew.sc.gov/ESS/WageGarnishmentPayment.htm

- 1. Click on URL, the user will navigate to the Wage Garnishment Payments screen
- 2. Enter all the required fields

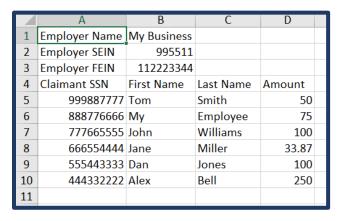
Employer FEIN, SEIN, Business Name, Contact Person Name, Title, Phone Number & Email are ALL required fields to be entered.



- 3. Once all fields are entered, the employer can use the Download and Upload options to add the individuals manually, see step 4
- 4. The Employer has the option to either select the amounts of rows to be added, depending on the number of individuals they are going to make a payment for, or to download a CSV (excel) file and put their information on the file and them upload it.
- 5. To add manually add a claimant(s), select/enter the number of rows to be added
 - a. Employer would then enter the SSN, First Name, Last Name and Amount being paid for the 3 individuals

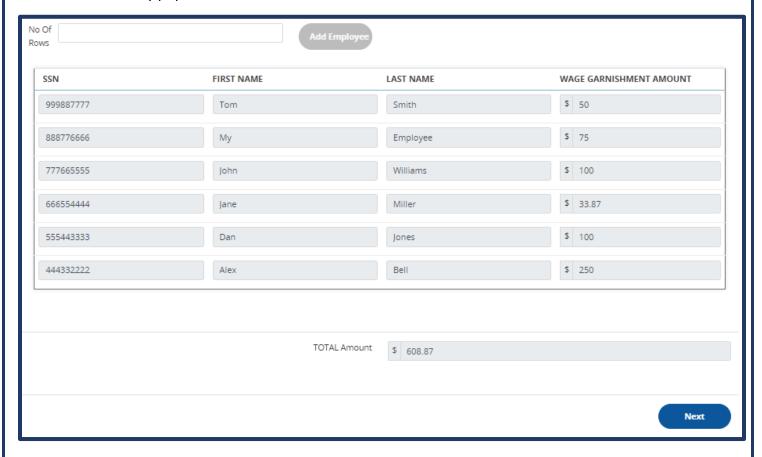


- 6. To use the csv File option, click the "Download Template" button
 - a. Employer would enter each individuals SSN, First Name, Last Name and Dollar Amount



7. Employer would save the file

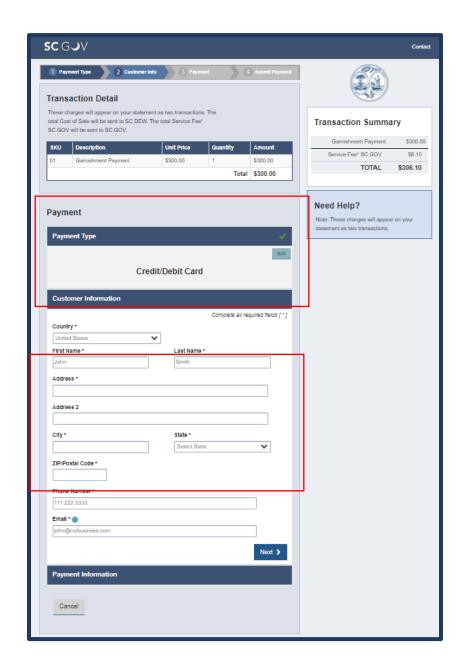
8. Employer would then choose the Upload Employees button. All information entered on CSV file will automatically populate



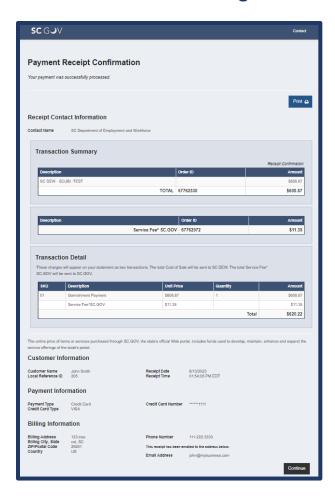
9. From either adding rows or download/upload the template, the employer would click Next and be advised that they are leaving the DEW website and to confirm be clicking Next



- 10. Employer would then leave the Dew website and land on the SC.GOV payment
- 11. Employer would enter the address and select either Credit/Debit Card payment method or select the Edit button and change to ACH Electronic Check



- 12. Credit/Debit card payments through MySC.Gov have an associated Service Fee charged by SC.GOV based upon the total dollar amount of the payment being made. The Electronic Check method has a flat \$2.50 service fee
- 13. Employer would continue on by either entering their credit/debit card information or their banking information for the electronic check.
- 14. Submit their payment and get a confirmation. If the employer has an issue submitting the payment they need to be referred to SC.Gov.



15. Select continue and they would be returned to the Guest URL Payment screen

